

City of Jackson Request for Proposals

Stormwater Management Professional Engineering Services City of Jackson, Mississippi

January 2016



City of Jackson
Department of Public Works

Kishia L. Powell, Director

Due Date: January 26, 2016
Due Time: 3:30 PM CST
Location: Office of the City Clerk
219 S. President Street
Jackson, Mississippi 39201

SECTION 1 – INTRODUCTION

1.1 PURPOSE

The City of Jackson (City) is seeking responses to this Request for Proposals for the services of experienced and professionally qualified engineering firms with demonstrated expertise and experience in providing comprehensive engineering services for study, design, investigations, and construction implementation for stormwater management capital improvement projects in drainage basins identified as having the highest business risk exposure. **It is the intent of the City to award multiple contracts from this solicitation; however, award of professional services contracts related to this request is subject to the availability of funding.**

1.2 BACKGROUND

The City of Jackson is responsible for operation and maintenance of a separate stormwater drainage system referred to as the Municipal Separate Storm Sewer System (MS4). Stormwater drainage in the City of Jackson is typically collected in roadside ditches, open channels, catch basins and storm drains then conveyed to major drainage channels and ultimately to the Pearl River. The City's Stormwater Drainage System is comprised of 15 major drainage channels, more than 200 minor tributaries, and numerous small streams and roadside ditches. The number of miles of separate storm drain lines and the number of storm drain manholes, storm catch basins/inlets must be determined.

City of Jackson's Major Drainage Channels

- | | | | |
|----------------------|----------------------|--------------------|----------------|
| • White Oak Creek | • Belhaven Creek | • Lynch Creek | • Trahon Creek |
| • Purple Creek | • Bogue Chitto Creek | • Three Mile Creek | • Big Creek |
| • Eastover Creek | • Eubanks Creek | • Hardy Creek | • Smith Creek |
| • Hanging Moss Creek | • Town Creek | • Cany Creek | |

The major drainage channels and minor tributaries and streams that flow through the City's neighborhoods in many areas adjacent to private property have deteriorated over time due to heavy rainstorms causing scour and erosion. The erosion of these natural channels and drainage ways has led to loss of property and in some cases threats to public health and safety. During heavy, and at times, moderate rains, the City's storm drain system becomes overfilled leading to flooded streets and standing water. This issue is attributable to the diminished capacity and degraded condition of the existing storm drain system.

In 2013, the City commissioned a drainage improvement plan. The plan identified maintenance improvements, near-term flooding mitigation measures, and long term capital improvements for each of the City's 15 drainage basins. Belhaven Creek, Eubanks Creek and Town Creek were shown to have the highest business risk exposure scores.

Under the Phase I NPDES Municipal Separate Storm Sewer System Permit Number MSS049786 issued by the Mississippi Department of Environmental Quality, the City is charged with various compliance objectives including:

- Operate and maintain structural stormwater controls
- Control discharges from areas of development and significant redevelopment
- Conduct public education on stormwater

The City of Jackson is among more than 1,000 communities nationally that receive flood insurance premium discounts based on implementation of local mitigation, outreach, and educational activities that go beyond the minimum National Flood Insurance Program requirements. The City of Jackson joined the Community Rating System in October 1991 and currently has a class 8 rating, which translates to a 10% reduction in premiums for properties in Special Flood Hazard Areas.

As part of the City's Municipal Special Sales Tax (1%) Funded Infrastructure Improvement Program, the City has prioritized the use of these funds to address drainage concerns and therefore, requires engineering services to include planning, studying, evaluation, surveying, design, and construction inspection for solutions, upgrades, rehabilitation, and repair projects to improve stormwater management in the City of Jackson.

1.3 REQUIRED EXPERIENCE AND QUALIFICATIONS

The successful proposer will have demonstrated experience in providing stormwater management, erosion and sediment control program development, watershed planning studies, stormwater capital program planning and prioritization, water resources engineering, stormwater management design and implementation, design of green infrastructure practices for stormwater quantity and quality improvements, drainage channel stabilization and stream restoration assessment, design and implementation. The successful proposer will also demonstrate experience in preparing surface water flooding alleviation studies and designs for mitigation as well as flood hazard mitigation. Required experience and qualifications include implementation of stormwater capital improvement projects that incorporate integrated planning and the use of green infrastructure where feasible. The successful proposer will demonstrate knowledge and practical experience in the required scope of services including experience in obtaining Section 319 grant funding and other sources of funds to leverage the sales tax proceeds for project implementation.

1.4 LOCAL PARTICIPATION

The City's preference is to maximize the engagement of qualified and experienced locally based firms. The successful proposer will present a teaming strategy that demonstrates engagement of qualified and experienced locally based firms, minority and female owned businesses with the requisite experience and capacity to provide the required scope of services.

1.3 TRIPLE BOTTOM LINE (3BL)

Sustainability will be a cornerstone of all municipal special sales tax funded infrastructure master plan (IMP) improvement projects. **Triple Bottom Line (3BL)** is an accountability framework representing the three pillars of sustainability: Social, Economic and Environmental. It is the City's intent to use this framework as a way to measure the effectiveness of the capital improvement projects in addressing the City's drainage concerns. Achieving 3BL outcomes for IMP projects means that investing in sustainable infrastructure improvements not only repairs physical infrastructure assets, but also provides the following benefits: **quality of life improvements; stabilizing the City's economic base; and implementation of compliant solutions that improve the resilience and vibrancy of all communities in the City of Jackson.**

SECTION 2 –INSTRUCTIONS

2.1 GENERAL

One (1) original and five (5) bound copies, labeled accordingly, of the proposal accompanied by the EBO Plan (separately bound) shall be submitted in a sealed envelope or box marked **“REQUEST FOR PROPOSALS FOR STORMWATER MANAGEMENT PROFESSIONAL ENGINEERING SERVICES”**.

All qualifications must be received no later than **3:30 p.m. Central Standard Time, on Tuesday, January 26, 2016** to the attention of:

Lacey Reddix, IMP Management Coordinator
City of Jackson
Department of Public Works
Warren Hood Building
200 South President Street
Jackson, MS 39201

2.2 PRE-PROPOSAL MEETING

A **pre-proposal meeting will be held on Friday, January 15, 2016 at 3:00 PM CST** in the 5th Floor Conference Room of the Warren Hood Building, 200 South President Street, Jackson, Mississippi, 39201.

2.3 PROPOSAL CONTENTS

- **Transmittal Letter and Acknowledgement of Addenda:** Transmittal letter must clearly designate the primary proposer’s point of contact, the primary proposer’s authorized representative, location of primary proposer’s place of business, and the name and location of all subconsultants/subcontractors. The transmittal letter must be followed by acknowledgement of any published Addenda.
- **Tab 1: Statement of the Scope.** A brief narrative stating the proposer’s understanding of the scope of Services and the City’s wastewater consent decree requirements
- **Tab 2: Offeror History.** Include a narrative history of the overall knowledge and capabilities of the offeror and proposing team including accomplishments of the firm, its experience in providing services, and the depth of resources to provide the services solicited by this Request for Proposals.
- **Tab 3: Program Team.** Including key staff, sub-consultants and sub-contracting plan; organization chart and resumes of key staff; include office locations as well as role, professional registrations, education, years of experience, and specific relevant experience for all staff presented in the proposal
- **Tab 4: Qualifications and Experience.** This tab should include qualifications and experience of the proposed team as it relates to the required scope of services; recent project experience (minimum of four projects within the last five years) including project

scopes, locations, services performed, costs, timelines, program elements, outcomes achieved, client contact information; and at least three references.

- **Tab 5: Project Management Approach & Proposed Work Plan.** Describe in detail the offeror's proposed approach for project and task order management as well as a work plan for providing the professional services solicited by this request for proposal, including information that will indicate the team's ability to meet critical milestones, to respond quickly to task assignments, to handle multiple tasks concurrently, and to complete tasks on accelerated schedules. Describe experience and approach to accomplishing the required scope of services.
- **Tab 6: EBO Plan** including MBE/FBE utilization

2.4 RESERVATION OF CITY RIGHTS

- Award of a professional services contract for this project is subject to the availability of funding.***
- The City reserves the right to request clarification of information submitted and to request additional information of one (1) or more proposers.
- The City reserves the right to negotiate the Agreement/Contract for the project with the next most qualified finalist if the successful finalist does not agree to the terms of an Agreement/Contract within fifteen (15) days after submission of an Agreement to such proposer. The City reserves the right to negotiate all elements of work that comprise the selected RFP.
- The City reserves the right, after opening the proposals, or at any other point during the selection process, to reject any or all proposals, modify or postpone the proposed project, evaluate any alternatives offered, or accept the proposal that, in the City's sole judgment, is in its best interest.
- The City reserves the right to terminate the Agreement/Contract if the Consultant/Contractor fails to begin to perform the work described herein within ten (10) days after the City giving the Consultant/Contractor a written notice to proceed.

2.5 ADDITIONAL REQUESTS FOR INFORMATION

The City specifically requests that any contact concerning this RFP be made exclusively with the **City's Infrastructure Master Plan Program Coordinator, Lacey Reddix, at lreddix@jacksonms.gov**. Failure to honor this request will be negatively viewed in the selection process. **Any questions related to this solicitation are to be submitted in writing by 5:00 PM on January 15, 2015 to receive a response.** Responses to all questions received will be issued in the form of an Addendum to this RFP. Addenda will only be provided to pre-proposal conference attendees and posted on the City's website.

2.6 ADDENDA

From time to time, addenda may be issued that will provide clarifications or supplemental information about the RFP. Proposers are responsible for reviewing all addenda and acknowledging the receipt of all addenda as part of the proposal submittal. Failure to acknowledge receipt of addenda may result in rejection of the proposal.

2.7 TERMS AND CONDITIONS

The City intends to award multiple contracts from this solicitation, subject to the availability of funding, for a term of two (2) years with an option to renew for an additional two (2) year term, subject to approval by the City's governing authorities, not to exceed a total contract time of four (4) years.

The Contractor and all prime consultants, joint ventures and primary subconsultants must have internal control systems in place that meet Federal requirements for accounting. These systems must comply with requirements of 48 C.F.R. Pt. 31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23 C.F.R. Pt. 172, "Administration of Negotiated Contracts." The Contractor and all prime consultants, joint ventures and sub-consultants must submit their Federal Acquisition Regulations audit data to the City within ten working days of being notified of selection for final billing rate negotiation.

The Contractor shall comply with any additional requirements imposed by the federal or state governments for projects that are funded with federal or state grant or revolving loan funds.

SECTION 3 – REQUIRED SCOPE OF SERVICES

3.1 GENERAL INFORMATION

The successful candidate may be required to provide all necessary services for consultation, study, investigation, design, design management, project management, construction management, and construction inspection services for stormwater management and drainage improvements on City, State, or Federally funded projects. Key staff and technical expertise should be readily available to support the City.

3.2 REQUIRED SCOPE OF SERVICES

The successful candidate will demonstrate expertise and experience in the required scope of services which may include but is not limited to:

- Drainage basin study assessment and prioritization of short and long-term capital improvement projects
- Development of drainage basin short and long-term capital improvement projects using a comprehensive watershed based integrated planning framework approach
- Providing professional engineering services for any stage of project development (study, preliminary engineering, right-of-way, utility relocation, environmental and construction phase) such as initial field review, planning and scoping, feasibility, preliminary plans, preliminary field inspection, utility field inspection, public hearing, field inspection, right of way acquisition plans, utility relocation, final plans, procurement and bidding, construction administration (construction management, construction inspection, material testing and consultation during construction)
- Field investigations, planning studies, analysis, assessment of needs, prioritization and ranking of recommended actions, preparation of preliminary and final cost estimates, preparation of scope of work, designs, design management, project management, construction management, construction inspection services and other related activities as assigned or as required for successful implementation of a project.
- Stormwater pipelines, ditches, drainage ways and facilities condition and criticality assessment
- GIS mapping, geodatabase development and spatial analysis
- Hydraulic and hydrologic modeling
- BMP assessment, inspection, and design
- Drainage studies, alternatives development, and design
- Stormwater quality improvement and flood control
- Design and implementation of stormwater collection system pipelines, ditches, and facilities rehabilitation and/or repair
- Obtaining public right-of-way and private property easements
- Cost estimating
- Permitting
- Quality control and constructability reviews
- Project management, cost control, and scheduling
- Application for and administration of grant and loans for stormwater management and drainage improvement projects

SECTION 4 –EVALUATION

4.1 EVALUATION COMMITTEE

The City's evaluation committee will evaluate and develop a list of no more than four shortlisted firms from the technical proposals received. Shortlisted firms will be notified of a request to appear before the evaluation committee for oral presentations.

4.2 EVALUATION SCHEDULE

The targeted schedule for this solicitation is as follows:

RFP Released for Advertisement	January 7, 2016
Pre-Proposal Conference	January 15, 2016
Written questions/requests for information must be received by 5:00PM CST	January 15, 2016
Proposals Due	January 26, 2016
Oral Presentations - TARGET	Week of February 1 , 2016

4.3 SELECTION CRITERIA

Selections will be based on an evaluation of the following criteria:

Criteria	Available Points
A. Project Team Qualifications and Qualifications of Key Personnel	25%
B. Project Understanding, Work Plan and Approach	15%
C. Relevant Project Experience	15%
D.	10%
E. MBE/WBE and Local Business Participation	35%

4.4 SELECTION OF FINALIST(S)

After review of the proposals by the City's evaluation committee and oral presentations, the City may, at its sole option, elect to reject all proposals or elect to pursue the project further. In the event that the City decides to pursue the project further, the City will select the highest ranked proposer to negotiate an agreement or contract. In the event, the City is unable to reach agreement with the selected proposer(s), the City reserves the right, in its sole judgment, to negotiate with proposers as ranked from highest to lowest, and to proceed so forth, in its sole judgment, until it reaches an agreement that is in the best interest of the City. Once the City has reached an impasse with a proposer with whom it is negotiating and ends negotiations with that proposer, the City will no longer negotiate with that proposer under this RFP.

SECTION 5 – EQUAL BUSINESS OPPORTUNITY

5.1 MINORITY/FEMALE BUSINESS OUTREACH EFFORTS

The City of Jackson expects proposers to engage locally-based, minority-owned and female owned businesses in a way that maximizes opportunities for these historically underutilized firms.

MBE/FBE firms that are interested in working on this project are encouraged to submit their firm name and contact information (name of point of contact, address, telephone number, and e-mail address) to the EBO Officer, Jonathan Barnett, during the pre-proposal meeting. The list of interested firms will be distributed by addendum.

5.2 EQUAL BUSINESS OPPORTUNITY (EBO)

In accordance with Section IV of the City of Jackson's Equal Opportunity Executive Order of May 29, 2015, each contractor, bidder or proposer shall submit a completed and signed Equal Business Opportunity Plan with bid submission.

The City of Jackson is committed to the principle of non-discrimination in public contracting. It is the policy of the City of Jackson to promote full and equal business opportunity for all persons doing business with the City. As a pre-condition to selection, every contractor, bidder or proposer shall submit a completed and signed Equal Business Opportunity (EBO) Plan Application with the bid submission, in accordance with the provisions of the City of Jackson's Equal Business Opportunity (EBO) Ordinance. Failure to comply with the City's ordinance shall disqualify a contractor, bidder or proposer from being awarded an eligible contract.

Please see **Attachment A** for the EBO Plan Application and more information about the EBO Program.

CITY OF JACKSON, MISSISSIPPI

**Tony Yarber
Mayor**

**EQUAL BUSINESS OPPORTUNITY (EBO)
PLAN**

**Department of Planning and Development
Division of Equal Business Opportunity**

**200 South President Street
Jackson, Mississippi 39205-0017
(601) 960-1856**

CITY OF JACKSON, MISSISSIPPI
EQUAL BUSINESS OPPORTUNITY EXECUTIVE
ORDER

LEGAL NOTICE

The City of Jackson is committed to the principle of non-discrimination in public contracting. It is the policy of the City of Jackson to promote full and equal business opportunity for all persons doing business with the City. As a pre-condition to selection, every contractor, bidder or offeror shall submit a *completed* and *signed* Equal Business Opportunity (EBO) Plan with the bid submission, in accordance with the provisions of the City of Jackson's Equal Business Opportunity (EBO) Executive Order. Failure to comply with the City's Executive Order shall disqualify a contractor, bidder or offeror from being awarded an eligible contract.

For more information on the City of Jackson's Equal Business Opportunity Program, please contact the Division of Equal Business Opportunity at 960-1856. Copies of the EBO Executive Order EBO Plan Application, EBO Program, the MBE/FBE Directory and the MBE/FBE Certification Affidavit are available at 200 South President Street, Suite 223, Jackson, Mississippi.



(EBO FORM 7-1-2013)

EQUAL BUSINESS OPPORTUNITY SPECIAL NOTICE TO BIDDERS

POLICY

The City of Jackson is committed to the principle of non-discrimination in public contracting. Therefore, the City of Jackson requests that prospective vendors and contractors carefully examine their method of selecting subcontractors and suppliers, to ensure that they are not either actively, or passively, discriminating against MBEs and FBEs. As a bidder seeking to do business with the City of Jackson, you are expected to adhere to a policy of non-discrimination, and to make the maximum practicable effort to ensure that historically underutilized firms are given an opportunity to participate in the performance of contracts financed in whole, or in part, with City funds.

DEFINITIONS

For purposes of this policy, the following definitions will apply:

- (1) **“African American Business Enterprise (AABE)”** shall mean a business that is an independent and continuing enterprise for profit, performing a commercially useful function and is owned and controlled by one or more African Americans and certified as such by the Division of Business Development.
- (2) **“Asian American Business Enterprise (ABE)”** shall mean a business that is an independent and continuing enterprise for profit, performing a commercially useful function and is owned and controlled by one or more Asian Americans, and certified as such by the Division of Business Development.
- (3) **“Hispanic Business Enterprise (HBE)”** shall mean a business that is an independent and continuing enterprise for profit performing a commercially useful function and is owned and controlled by one or more Hispanics, and certified as such by the Division of Business Development.
- (4) **“Minority Business Enterprise (MBE)”** shall mean a business which is an independent and continuing operation for profit, performing a commercially useful function as is owned and controlled by one or more non-White persons regardless of gender.
- (5) **“Female Business Enterprise (FBE)”** shall mean a business which is an independent and continuing enterprise for profit, performing a commercially useful function and is owned and controlled by one or more females regardless of any race and certified as such by the City of Jackson’s Division of Business Development.

OBLIGATION

The Contractor and any Subcontractor shall take all necessary and reasonable steps to ensure that MBEs and FBEs have a maximum opportunity to compete for and participate in the performance of any portion of the work included in this contract and shall not discriminate on the basis of race, color, national origin or sex. If it is determined that there is a significant underutilization of MBEs and FBEs, the Equal Business Opportunity Officer is empowered, pursuant to section 127-8 of the Equal Business Opportunity Executive Order, to conduct an investigation to determine the reasons for the underutilization.

GOALS

The goals for participation by MBEs and FBEs are established by the Equal Business Opportunity Executive Order of the City of Jackson. The Contractor shall exercise all necessary and reasonable steps to ensure that participation meets or exceeds the contract goals. The goals may be attained by subcontracting to, procuring materials from, and renting equipment from MBEs and FBEs. *(See Subcontractor/Supplier Participation guidelines below.)*

The Equal Business Opportunity participation goals are as follows:

PROCUREMENT CATEGORY	Asian (ABE)	African-American (AABE)	Hispanic (HBE)	Native American (NABE)	Female (FBE)
A/E & Professional Services	0.16	8.67	0.00	0.00	1.96
Construction	0.00	12.41	0.37	0.00	4.89
Goods & Non-Professional Services	0.04	6.78	0.02	0.00	3.03

Those portions of the contract that are proposed for MBEs and FBEs in the response to this bid shall be listed on the attached Equal Business Opportunity Plan.

For specific information about the Equal Business Opportunity Plan, please contact the Office Equal Business Opportunity at (601) 960-1856.

*Non-white female firms cannot be utilized twice on the EBO Plan even though those firms can be certified as either ABE, AABE, HBE, NABE, FBE or both. The firm can only be utilized in one category to fulfill the minority participation goals on the EBO Plan.

Contractors may employ AABEs, HBES, ABEs or FBEs to meet the applicable project goals through various methods, as follows:

A. Subcontractor Participation

- (i) Where a prime contractor utilizes one or more subcontractors to satisfy its equal business opportunity commitment, the prime contractor may count toward its EBO Plan only expenditures to MBE (AABE, HBE, or ABE) or FBE contractors that perform a commercially useful function in the work of the contract.
- (ii) An MBE or FBE subcontractor is considered to perform a commercially useful function when it is responsible for execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing and supervising the work involved. In determining whether an MBE or FBE subcontractor, is performing a commercially useful function, factors, including but not limited to the following, will be considered:
 - (a) the amount of work subcontracted;
 - (b) the type of prime contract;
 - (c) whether the business has the skill and expertise to perform work for which it is being/has been certified;
 - (d) whether the business actually performs, manages and supervises the work for which it is being/has been certified; and
 - (e) whether the business purchases goods and/or services from a non-minority/women

business enterprise and simply resells goods to the city, city contractor, or other person doing business with the city for the purpose of allowing those goods to be counted towards fulfillment of the minority/women business enterprise utilization goals.

- (f) standard industry practices.
- (iii) Consistent with standard industry practices, an MBE or FBE subcontractor may enter into second tier subcontracts. If an MBE or FBE subcontractor subcontracts a significantly greater portion of the work of its subcontract to a non-minority, non-female owned firm than would be expected on the basis of standard industry practices, it shall be presumed that the MBE or FBE subcontractor is not performing a commercially useful function.

B. Suppliers Participation

Where a prime contractor utilizes one or more suppliers to satisfy its EBO commitment, in whole or in part, the MBE or FBE supplier participation may be credited towards the applicable goal as follows:

- (i) 100 percent of the contract amount for MBE or FBE suppliers who manufacture the goods supplied.
- (ii) 100 percent of the contract amount for MBE and FBE suppliers who are wholesalers warehousing the goods supplied or who are manufacturers' representatives, provided that only 25 percent of the applicable MBE or FBE goal may be attained by non-manufacturing supplier contracts to MBEs or FBEs.
- (iii) For those contracts where an extraordinarily large proportion of the contract price is for equipment or supplies, a lower project goal may be set than otherwise would be required, or the 25 percent limit for suppliers may be increased, or a combination of these two methods may be utilized.

C. Joint Ventures and Mentor-Protégé Programs

- (i) The Division of Equal Business Opportunity shall encourage, where economically feasible, the establishment of joint ventures and mentor protégé programs to ensure prime contracting opportunities for African American, Hispanic, Asian American, Native American and Female Business Enterprises on all eligible projects over \$3,000,000.00. Even if the prime itself is a MBE, a joint venture between prime contractors and MBEs is strongly encouraged on all projects exceeding three million dollars (\$3,000,000.00).
- (ii) Where a contractor engages in a joint venture to satisfy its Equal Business Opportunity Commitment, the Equal Business Opportunity Officer shall review and approve all contractual agreements regarding:
 - (a) The initial capital investment of each venture partner;
 - (b) The proportional allocation of profits and losses to each venture partner;
 - (c) The sharing of the right to control the ownership and management of the joint venture;
 - (d) Actual participation of the venture partners in the performance of the contract;
 - (e) The method of and responsibility for accounting;
 - (f) The methods by which disputes are resolved; and

- (g) Other pertinent factors of the joint venture.

On the basis of these factors, the Equal Business Opportunity Officer shall determine the degree of AABE, HBE, ABE, or FBE participation resulting from the joint venture that may be credited towards the applicable EBO goals of the project.

The bidder or offeror shall provide the Equal Business Opportunity Officer access to review all records pertaining to joint venture agreements before and after the award of a contract reasonably necessary to assess compliance with this policy.

The Equal Business Opportunity Program also encourages Mentor-Protégé programs to assist African American, Hispanic, Asian American, and Female business enterprises in financing, bonding, construction management and technical assistance. Mentor-Protégé agreements will be reviewed by the Equal Business Opportunity Officer for final approval of the following terms of each agreement:

- (a) type of technical assistance to be provided by mentor;
- (b) rights and responsibilities of each mentor and protégé contracting activity;
- (c) the specific duration of the agreement;
- (d) the amount of participation by the protégé that may be credited toward the applicable EBO goal.

EQUAL BUSINESS OPPORTUNITY PLAN

In accordance with Section IV of the City of Jackson's Equal Opportunity Executive Order No. 2015 – 3, each contractor, bidder or offeror shall submit a completed and signed Equal Business Opportunity Plan with bid submission. Such plan should be titled "Equal Business Opportunity Plan (EBO Plan)" and should include the following:

- A. Names, addresses and contact persons of each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise to be used in the contract.
- B. The type of work or service each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise will perform.
- C. The dollar value of the work or service to be performed by each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise.
- D. Scope of the work to be performed by each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise.

Waiver

If the EBO Plan does not meet the project goals, the bidder or offeror must seek a partial or total waiver of the project goals. The application for waiver of all or part of the project goals must include full documentary evidence of the bidder's or offeror's good faith efforts (*see EBO Plan Application*) to meet the project goals and why the request for waiver should be granted. The application shall be in writing and submitted as a part of the bid or offer. It should include a narrative, affidavits and/or exhibits which verify the actions taken by the bidder or offeror to meet the goals.

Replacement

If a MBE/FBE Subcontractor cannot perform satisfactorily, the Contractor shall take all necessary reasonable steps to replace the Subcontractor with another MBE/FBE Contractor. All MBE/FBE replacements must be approved by the EBO Review Committee and the Department. (See *EBO Plan Application*)

To demonstrate necessary reasonable efforts to replace any Subcontractor that is unable to perform successfully, the Contractor must document steps taken to subcontract with another MBE/FBE Contractor.

CITY OF JACKSON, MISSISSIPPI
EQUAL BUSINESS OPPORTUNITY PLAN

I. Company Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone: (_____) _____

E-mail: _____

II. Bid Name and Number: _____

III. PROPOSED MINORITY AND/OR FEMALE SUBCONTRACTORS: **(SEE ATTACHMENTS)**

If a prime contractor utilizes one or more suppliers to satisfy its EBO commitment, all MBE or FBE supplier participation will be credited in accordance to Section VI(C)(I) of the EBO Executive Order No. 2014-3

IV. Total Bid Amount: \$ _____

V. WAIVER REQUESTED ... ☐ *(If you fail to meet either or all of the EBO Participation Goals, check this box and follow the directions below to provide the required ***WAIVER STATEMENT***. The "Waiver Statement" should be submitted on company letterhead to the EBO Officer.)*

*** The bidder/offeror shall provide the following as evidence of its good faith efforts and will be evaluated on the same:**

- (a) Copies of written notification to MBEs and FBEs soliciting their participation as a subcontractor.
- (b) Evidence of efforts made to divide the work into economically feasible units in order to increase the likelihood of meeting the EBO participation goals.
- (c) Evidence of efforts made to negotiate with MBEs and/or FBEs, including, at a minimum:
 - 1. The names, addresses, and telephone numbers of the MBE and FBEs who were contacted.
 - 2. A description of the information provided to MBEs and FBEs regarding the plans and specifications for portions of the work to be performed.
 - 3. A statement of reasons why additional agreements with MBEs and FBEs, if needed to meet the stated goals, were not reached.
 - 4. Evidence of efforts made to assist the MBEs and FBEs contacted who need assistance in obtaining bonding and insurance which the bidder or offeror requires.

5. For each MBE and FBE contacted which the bidder or offeror considered to be not qualified, include a written statement of the reasons for the bidder's or offeror's conclusion.
6. Written quotes solicited from all MBEs and FBEs seeking subcontract work with Prime Contractors at the time of the bidding.
7. A statement with supporting documentation and affidavits indicating whether the offeror has used MBEs and/or FBEs as joint venture partners or subcontractors in past or present private sector contracts in Jackson.

**If you are unable to locate an MBE/FBE, please contact the Business Development Division at (601) 960-1055 or (601) 960-1856.*

VI. Minority and Female Business Enterprise Actual Participation for this Bid/Offer/Proposal:

(Please list your MBE and FBE Project Participation percentages (%) in the Table below.)*

PROCUREMENT CATEGORY	Asian (ABE)	African- American (AABE)	Hispanic (HBE)	Native American (NABE)	Female (FBE)
A/E & Professional Services					
Construction					
Goods & Non-Professional Services					

VII. REPLACEMENT OF MBE/FBE

If an MBE or FBE is not performing satisfactorily, it is the responsibility of the Prime Contractor to notify the EBO Office immediately both in writing and by phone. All MBE/FBE replacements must be approved by the Equal Business Opportunity Review Committee (EBORC). If these steps are not taken this will result in penalties as outlined in Section XI of the EBO Executive Order No. 2015-3

VIII. CERTIFICATION

I certify, under penalties of perjury, that the information contained in this Equal Business Opportunity Plan Application is true and accurate to the best of my knowledge, and that my company fully intends to utilize all MBEs and FBEs listed if awarded the proposed project and/or service and abide by all EBO guidelines.

Authorized Signature and Title

Date

PRINT “AUTHORIZED” NAME HERE: _____

EQUAL BUSINESS OPPORTUNITY PLAN APPLICATION -- ATTACHMENT

Proposed Minority/Female Business Enterprise Firms

Company Name: _____ Type Trade/Business: _____

Address: _____

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

Type Minority Business (MBE/FBE):

_____ Female (FBE)
_____ African-American (AABE)
_____ Asian (ABE)
_____ Hispanic (HBE)
_____ Native American (NABE)

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor _____ Supplier
_____ Joint Venture _____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %

Company Name: _____ Type Trade/Business: _____

Address: _____

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

Type Minority Business (MBE/FBE):

_____ Female (FBE)
_____ African-American (AABE)
_____ Asian (ABE)
_____ Hispanic (HBE)
_____ Native American (NABE)

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor _____ Supplier
_____ Joint Venture _____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %

Company Name: _____ Type Trade/Business: _____

Address: _____

Type Minority Business (MBE/FBE):

City, State, ZIP: _____

_____ Female (FBE)
_____ African-American (AABE)
_____ Asian (ABE)
_____ Hispanic (HBE)
_____ Native American (NABE)

Contact Person: _____

Telephone Number: _____

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor _____ Supplier
_____ Joint Venture _____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %

Company Name: _____ Type Trade/Business: _____

Address: _____

Type Minority Business (MBE/FBE):

City, State, ZIP: _____

_____ Female (FBE)
_____ African-American (AABE)
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_____ Hispanic (HBE)
_____ Native American (NABE)

Contact Person: _____

Telephone Number: _____

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor _____ Supplier
_____ Joint Venture _____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %